

[Apply Online](#) | [Add to My Job Cart](#)**Job Description****Requisition Title: COMMUNICATION TECHNICIAN (GENERIC)****Primary Location:** UNITED STATES OF AMERICA-TEXAS**Organization:** SHERIFF-COMMUNICATIONS**Brief Description**

Monitors the County's Computer Aided Dispatch (CAD) system, radio communication frequencies and security and fire alarms, as well as dispatches appropriate support and provides necessary information to assist during routine and emergency operations.

Detailed Description

Receives and directs incoming emergency and complaint calls, answers hot lines, provides general information and other County numbers to callers, relays instructions to parties, refers difficult calls to the Supervisor for action and directs calls to proper authority. Monitors logged calls on the CAD system and dispatches appropriate routine and emergency support, as necessary. Monitors Patrol, Warrant Execution, Bailiff, Detention, Constable, Building Security, Fire Marshall, Medical Examiner and Public Works radio frequencies, logs calls, provides various information and support and dispatches help and back-up, when required. Answers 911 telephone calls from primarily unincorporated areas of the county and secures necessary emergency assistance. Performs criminal history inquiries on requested individuals and provides information to authorized personnel. Monitors court security alarms, court evidence locker alarms, jail holdover fire alarms and building fire alarms and dispatches appropriate personnel to respond to and report actual situations. Sends and receives TLETS/NLETS communications between DSO and other law enforcement agencies relative to warrant confirmations, stolen vehicles, wanted persons, runaways and other subjects. May serve as a shift leader in the absence of the Supervisor. Performs other duties as assigned.

Job Requirements

Graduation from accredited high school/GED Program. Four (4) years clerical/administrative work related experience, OR 60 hours of college or a combination of the two; OR two (2) years work experience as a telecommunicator/911 operator. Employees assigned to the Sheriff's Department Communications Division must be at least 18 years of age, have a high school diploma from an accredited high school or a high school equivalency certificate (GED) administered and awarded through the Department of Education and State GED testing facilities in the United States on file, and be able to obtain a Telecommunicator License issued by the State of Texas within twelve months. Ability to type 35 wpm. Will be trained in telecommunication procedures and is required to become TCOLE certified as a terminal operator to use the TLNETS/NLETS, NCIC, TCIC and other computer crime systems. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires successful completion of a polygraph and extensive background investigation and is subject to random, unannounced drug/alcohol testing. May require prolonged sitting, reaching, pulling, pushing and lifting of up to 25 lbs., unassisted. Works 8-hour shifts covering 7-days/week, 24 hours/day with non-standard weekends and holidays.

Additional Details

The hiring process involves successful completion of each step or your application will be rejected. The steps include Criminal History Review, Polygraph Examination, Initial Interview, Review of Personal History Statement and Documents, Physical Examination, Supervisory Interview, and Background Investigation. Documents must be presented upon request: The following are required: Birth Certificate Social Security Card High School Transcript or Diploma or GED Certificate or College Transcript Texas Driver's License/Texas Identification Document Card (ID) If applicable, the following are needed: Certified college transcript(s) Current marriage license Divorce Decree(s) – complete decree Military Discharge (DD-214 long form) (MALES ONLY) Selective Service Registration Card or Exemption from Registration Proof of required licenses and/or certifications for certain positions Candidates for all clerical, administrative and/or secretarial positions will be required to take and pass at least one skills(s) test(s) which will be determined by the Elected Official or Department Head based on the position and the operational needs of the department. Testing may include one or more of the following: 10-key, Coding, Data Entry, Filing, Grammar, Math, MS Excel, MS Word, Proof Reading, Spelling, Sorting and Timed Typing (3 minute).

Minimum Salary: 20.82**Maximum Salary:** 20.82**Currency:** US Dollar (USD)**Requisition ID: 000458**[Apply Online](#) | [Add to My Job Cart](#)